



## CHARTER

### FOGARTY INTERNATIONAL CENTER ADVISORY BOARD

#### AUTHORITY

Authorized by 42 U.S.C. 217a, section 222 of the Public Health Service (PHS) Act, as amended. The Fogarty International Center Advisory Board (Board) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

#### OBJECTIVES AND SCOPE OF ACTIVITIES

The Board will advise, assist, consult with, and make recommendations to the Secretary of Health and Human Services (Secretary) and the Director, John E. Fogarty International Center for Advanced Study in the Health Sciences (FIC, also referred to as Center) on matters related to the activities carried out by and through the Center and the policies respecting these activities.

#### DESCRIPTION OF DUTIES

The Board may recommend to the Secretary, in accordance with section 231 of the PHS Act, as amended, acceptance of conditional gifts for study, investigation, or research into matters relating to health science internationally, for the acquisition of grounds, or for the construction, equipping, or maintenance of facilities for the Center.

The Board may review applications for grants and cooperative agreements for research and training and recommend approval of applications for projects which show promise of making valuable contributions to human knowledge; may review any grant, contract, or cooperative agreement proposed to be made or entered into by the Center; may collect, by correspondence or by personal investigation, information as to studies which are being carried on in the United States or any other country and, with the approval of the Director, FIC, make available such information through appropriate publications for the benefit of public and private health entities, health professions personnel and scientists, and for the information of the general public.

The Board may prepare, for inclusion in the Biennial Report prepared by the Director, National Institutes of Health (NIH), under section 407 of the PHS Act, as amended (1) comments reflecting the activities of the Board in the fiscal years in which the report is prepared; (2) comments on the progress of the Center in meeting its objectives; and (3) recommendations respecting the future directions and program and policy emphasis of the Center.

#### AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Board will advise the Secretary; the Assistant Secretary for Health; the Director, NIH; and the Director, FIC.

## SUPPORT

Management and support services will be provided by the Office of the Director, FIC.

## ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual cost for operating the Board, including compensation and travel expenses for members, but excluding staff support, is \$32,976. The estimate of annual person-years of staff support required is 0.9, at an estimated annual cost of \$120,869.

## DESIGNATED FEDERAL OFFICER

The Director, FIC, will assign a full-time or permanent part-time FIC employee to serve as the Designated Federal Officer (DFO) of the Board. In the event that the DFO cannot fulfill the assigned duties of the Board, one or more full-time or permanent part-time FIC employees will be assigned these duties on a temporary basis.

The DFO will approve all of the Board's and subcommittees' meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH or Director, FIC.

## ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Board will be held at the call of the Chair (with the DFO's approval) or upon request of the Director, FIC, approximately three times within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Board's functions, dates and places of meetings, and a summary of the Board's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

## DURATION

Continuing.

## TERMINATION

Unless renewed by appropriate action, the Fogarty International Center Advisory Board will terminate two years from the date the charter is filed.

## MEMBERSHIP AND DESIGNATION

The Board shall consist of 13 members appointed by the Secretary from authorities knowledgeable of the issues related to the Board function; the Directors of 2 NIH institutes with active international programs and any additional ex officio members as the Secretary determines necessary to effectively carry out its

function. Of the 13 appointed members, 10 shall be selected from among the leading representatives of the health and scientific disciplines relevant to the activities of the FIC, particularly representatives of the biomedical and behavioral fields, such as molecular and cellular biology, neurosciences, basic physiology, epidemiology, immunology, nutrition, public health, economics, and demography. Among these scientific disciplines will be members knowledgeable in infectious and nutritional diseases that present worldwide problems. Three members shall be appointed by the Secretary from the general public and shall include leaders in the fields of health-related enterprises such as pharmaceutical or life insurance companies, voluntary organizations committed to betterment of public health, international health, and international health law. All non-Federal members will serve as Special Government Employees. A member who has been appointed for a term of four years may not be reappointed to this Board before two years from the date of expiration of that member's term of office. A quorum for the conduct of business by the full Board shall consist of a majority of currently appointed members.

Members will be invited to serve for overlapping four-year terms; terms of more than two years are contingent upon renewal of the Committee's Charter by appropriate action prior to its expiration. Members may serve after the expiration of their terms until their successors have taken office.

The Chair of the Board will be selected by the Secretary from among the appointed members, except that the Secretary may select the Director, FIC, to be the Chair. The term of office of the Chair will be two years.

### **SUBCOMMITTEES**

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Board's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

### **RECORDKEEPING**

Meetings of the Board and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Board and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**FILING DATE**

August 31, 2016

**APPROVED**

7/15/16

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Date



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Director, NIH



NOTICE OF RENEWAL  
FOGARTY INTERNATIONAL CENTER ADVISORY BOARD

I determine that renewal of the Fogarty International Center Advisory Board beyond August 31, 2016, is in the public interest in connection with the performance of duties imposed on the National Institutes of Health by law, and that these duties can best be performed through the advice and counsel of such a group. The Committee is continued until August 31, 2018.

I further deem that it is not feasible for the National Institutes of Health or any of its existing committees to perform these duties, and that a satisfactory plan for appropriate balance of committee membership has been submitted.

7/15/14

Date

A handwritten signature in cursive script, which appears to read "Francis S. Lee".

Director, NIH